

**YOUTH SERVICES REFERENCE ASSISTANT
YOUTH SERVICES DIVISION
BEAVERTON CITY LIBRARY
20 hours per week**

SALARY RANGE: \$ 18.45 - \$24.72 per hour

CLOSING DATE: April 1, 2016

ABOUT THE JOB: Beaverton City Library Youth Services is proud to provide excellent and innovative services to Beaverton children and teens through outstanding collections, enthusiastic outreach and innovative library programming. We seek a customer-service oriented reference assistant who can serve youth with imaginative, inventive and exciting library services. The ideal candidate possesses excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. This position includes evening and weekend hours.

ESSENTIAL FUNCTIONS OF THE JOB: Work with Youth Services team to cultivate a welcoming and resource-rich atmosphere in the Children's Area and Teen Room in order to serve Beaverton's diverse population. The position involves connecting children, teens and their families with resources at the reference desk and creating community through programming. Duties for this position will include, but are not limited to:

- Providing quick and accurate answers to patron's reference, reader's advisory and other questions using appropriate reference techniques at the children's and teen reference desks while supervising the children and teen areas;
- Assisting patrons in the use of library materials, computers, databases, eReaders, and social media;
- Providing programs for children, tweens and teens, including storytime;
- Assisting with Homework Helpers and other volunteers.

TO QUALIFY: Requires a Bachelor's degree and one year of experience in a library setting in reference or related services including automated reference experience, or an equivalent combination of education and experience. Preference may be given to bi-lingual applicants (Spanish-English).



SUPPLEMENTAL QUESTION:

- a. Please provide a family storytime outline.

HOW TO APPLY: Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.